

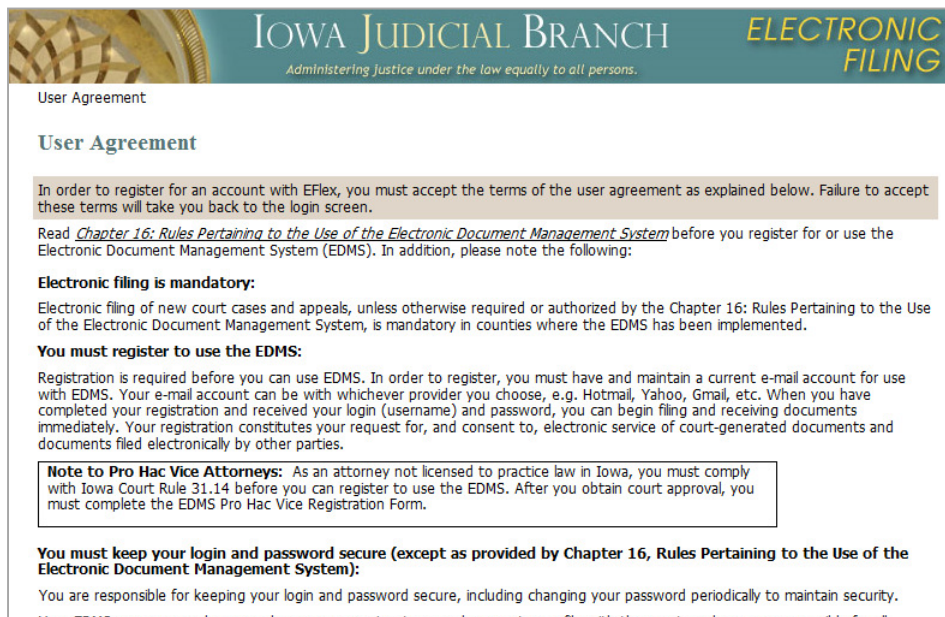
Registering as a Filing Agent

Registering for an eFile Account

1. Open a web browser (not illustrated).
2. Enter the following URL – **https://www.iowacourts.state.ia.us/Efile** or via the link provided on the Judicial Branch Homepage.
3. Click **Request Account**.



4. Read and review the **User Agreement**.
5. Read and review the **Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System**.



Registering as a Filing Agent

- Click the **acceptance radio button** to acknowledge the User Agreement and Chapter 16 Rules.



- Click **Submit**.
- Select **Filing Agent** as the User Role.

Who may qualify to file as a Filing Agent per the Chapter 16 Rules?

Individuals that fall under the definitions in Rule 16.201 may be considered an Agent.

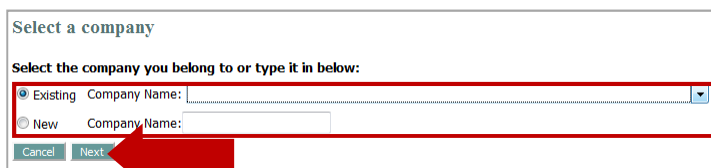
An Agent is an officer, employee, or non-lawyer representative of an entity such as a partnership, association, corporation, or Tribe that is "otherwise authorized by law to be self represented in small claims and specified civil court cases."

The entity is considered a "self represented litigant" under the Rule 16.201 Definitions and is authorized to share its login and password with the agent ("an authorized member or staff of the entity") under 16.305(2)(b)(2) of the Chapter 16 Rules. Further information can be found in Iowa Code 631.14(1): In re N.N.E., 752 N.W.2d 1, 12-13 (Iowa 2008).



- Click **Next**.
- Select **Existing** and **scroll through and select** the desired organization. If the desired organization is not listed, click **New** and **enter in the Company Name**.

Note: If you are a Filing Agent for multiple companies, you must register once for each company



- Click **Next**.

Registering as a Filing Agent

12. Complete the required fields to set up a **User Account**.

User Name - select a unique user name. This will be what is used to log into the eFile system.

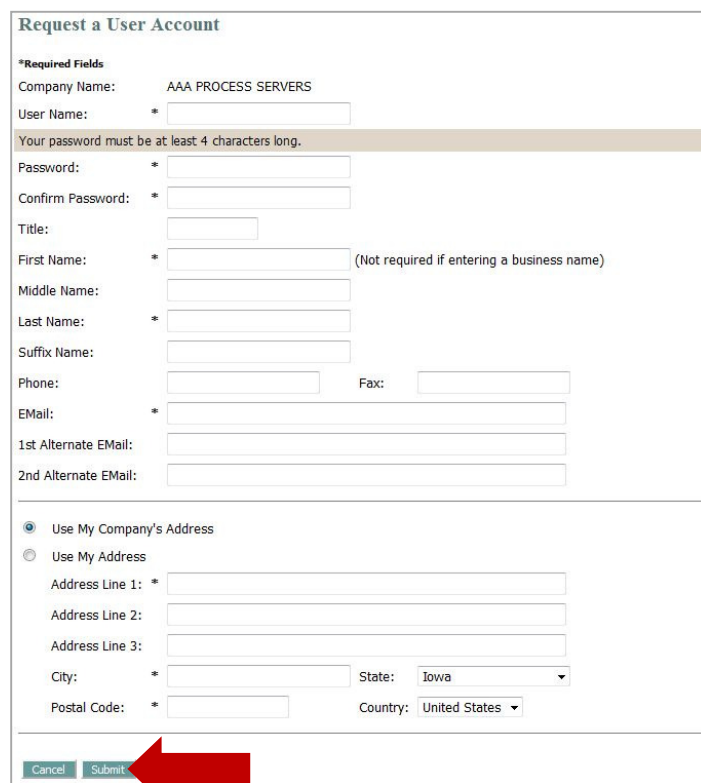
Password - choose a password that is at least 4 characters long

Name – enter in the first and last name of the agent, NOT the company name.

Email - this address will be used to receive courtesy notifications.

Alternate Email – include additional addresses to receive notifications

Address - My Company's Address will display for existing organizations. A new organization will need to enter in the appropriate fields.



Request a User Account

***Required Fields**

Company Name: AAA PROCESS SERVERS

User Name: *

Your password must be at least 4 characters long.

Password: *

Confirm Password: *

Title:

First Name: * (Not required if entering a business name)

Middle Name:

Last Name: *

Suffix Name:

Phone: Fax:

Email: *

1st Alternate Email:

2nd Alternate Email:

☒ Use My Company's Address

☐ Use My Address

Address Line 1: *

Address Line 2:

Address Line 3:

City: * State: Iowa

Postal Code: * Country: United States

Cancel Submit

13. Click **Submit**.

(Continued on next page)

Registering as a Filing Agent

14. A confirmation page will display for the requested **User Account**. Click **OK**.

User Account Requested

Your request to be registered as a user of the eFlex System has been approved. From now on, your request you will be able to login under the below username with the below password.

Mary Jones

User Name: MJones

Phone:

Fax:

EMail: mjones@iowajudicialbranch.gov

Address: 1111 Tulip Lane
Storm Lake, IA 50588
US

Note! An email confirmation will be sent to the registered email address when the registration has been approved.

Logging into an eFile Account

1. Return to the **Log In** page and enter the **User Name** and **Password**.
2. Click **Log In**.



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Welcome. You have reached the website for electronically filing cases and documents with the Iowa Court System. You must have an account to use this service.

Log In
Enter your User Name and Password.
User Name:
Password:
 [Forgot Your Password?](#)

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